



December 12, 2012

Mr. Michael Gries, President  
South Texas Vocational Technical Institute  
6331 Boulevard 26  
Suite 275  
North Richland Hills, TX 76180

Certified Mail  
Return Receipt Requested

7002 3150 0005 7292 6595

RE: **Final Program Review Determination**  
OPE ID: 02549400  
PRCN: 201220627849

Dear Mr. Gries:

The U.S. Department of Education's (Department's) Dallas School Participation Division issued a program review report on June 13, 2012 covering South Texas Vocational Training Institute's (STVT's) administration of programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 *et seq.* (Title IV, HEA programs), for the 2010-2011 and 2011-2012 award years. The institution's final response was received on July 17, 2012.

The Dallas School Participation Division has reviewed STVT's response to the Program Review Report. A copy of the program review report (and related attachments) and STVT's response are attached. Any supporting documentation submitted with the response is being retained by the Department and is available for inspection by STVT upon request. Additionally, this Final Program Review Determination (FPRD), related attachments, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this FPRD is issued.

STVT's response has resolved all findings. In addition, STVT has provided assurances that the appropriate corrective actions have been taken to resolve and prevent future occurrences of all findings. Therefore, STVT may consider the program review closed with no further action required.

Program records relating to the period covered by this program review must be retained until the later of: the resolution of the loan(s), claim(s) or expenditure(s) questioned in the program review [34 C.F.R. § 668.24(e)(3)(i)] or the end of the retention period applicable to the record [34 C.F.R. § 668.24(e)(1) and (e)(2)].

**Federal Student Aid**  
An OFFICE of the U.S. DEPARTMENT of EDUCATION

1999 Bryan Street, Suite 1410, Dallas, TX 75201

South Texas Vocational Technical Institute

OPE ID: 02549400

PRCN: 201220627849

Page 2 of 2

If you have any questions, please call Mrs. Stephanie Akon at 214-661-9508.

Sincerely,

(b)(6)

Cynthia Thornton

Director, Dallas School Participation Division

Enclosure: Program Review Report (with attachments)

STVT's Response to the Program Review Report

cc: Dena Hewitt, Interim Vice President of Federal Regulatory Affairs  
Elisha N. Camacho, Financial Aid Administrator  
Texas Work Force Commission  
Council on Occupational Education



**COPY**

**June 13, 2012**

Mr. Michael Gries, President  
South Texas Vocational Technical Institute  
6331 Boulevard 26  
Suite 275  
North Richland Hills, TX 76180

**Certified Mail  
Return Receipt Requested**

**No. 7011 2000 0000 8054 2833**

**RE: Program Review Report**  
OPE ID: 02549400  
PRCN: 201220627849

Dear Mr. Gries:

From March 26, 2012 through March 30, 2012, Mrs. Stephanie Akon and Ms. Brittney Stubblefield conducted a review of South Texas Vocational Technical Institute's (STVT's) administration of the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs). The findings of that review are presented in the enclosed report.

Findings of noncompliance are referenced to the applicable statutes and regulations and specify the action required to comply with the statute and regulations. Please review the report and respond to each finding, indicating the corrective actions taken by STVT. The response should include a brief, written narrative for each finding that clearly states STVT's position regarding the finding and the corrective action taken to resolve the finding. Separate from the written narrative, STVT must provide supporting documentation as required in each finding.

Please note that pursuant to HEA section 498A(b), the Department is required to:

- (1) provide to the institution an adequate opportunity to review and respond to any preliminary program review report<sup>1</sup> and relevant materials related to the report before any final program review report is issued;
- (2) review and take into consideration an institution's response in any final program review report or audit determination, and include in the report or determination –
  - a. A written statement addressing the institution's response;
  - b. A written statement of the basis for such report or determination; and
  - c. A copy of the institution's response.

<sup>1</sup> A "preliminary" program review report is the program review report. The Department's final program review report is the Final Program Review Determination (FPRD).

Federal Student Aid, School Participation Team – Dallas  
1999 Bryan Street, Suite 1410, Dallas, TX 75201  
[www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov)

**FEDERAL STUDENT AID  START HERE. GO FURTHER.**

The Department considers the institution's response to be the written narrative (to include e-mail communication). Any supporting documentation submitted with the institution's written response will not be attached to the FPRD. However, it will be retained and available for inspection by STVT upon request. Copies of the program review report, the institution's response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after the FPRD is issued.

The institution's response should be sent directly to Mrs. Stephanie Akon of this office within 30 calendar days of receipt of this letter.

**Protection of Personally Identifiable Information (PII):**

PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. To protect PII, the findings in the attached report do not contain any student PII. Instead, each finding references students only by a student number created by Federal Student Aid. The student numbers were assigned in Appendix A, Student Sample.

**Record Retention:**

Program records relating to the period covered by the program review must be retained until the later of: resolution of the loans, claims or expenditures questioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. § 668.24(e).

We would like to express our appreciation for the courtesy and cooperation extended during the review. Please refer to the above Program Review Control Number (PRCN) in all correspondence relating to this report. If you have any questions concerning this report, please contact Mrs. Stephanie Akon at 214-661-9508 or [Stephanie.akon@ed.gov](mailto:Stephanie.akon@ed.gov).

Sincerely,

(b)(6)

Kim Peeler  
Compliance Manager

Enclosure:

Protection of Personally Identifiable Information

cc: Deana Echols, Vice President of Federal Regulatory Affairs  
Elisha N. Camacho, Director of Financial Aid

Prepared for

**South Texas Vocational  
Technical Institute**

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START HERE  
GO FURTHER  
FEDERAL STUDENT AID

OPE ID 02549400

PRCN 201220627849

Prepared by

**U.S. Department of Education**

**Federal Student Aid**

**School Participation Team - Dallas**

# Program Review Report

June 13, 2012

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**A. Institutional Information**

South Texas Vocational Technical Institute  
2400 W. Daffodil Ave  
McAllen, TX 78501

Type: Proprietary

Highest Level of Offering: Non-Degree, 1 Year

Accrediting Agency: Council on Occupational Education

Current Student Enrollment: 804 (2011-2012)

% of Students Receiving Title IV: 90% (2011-2012)

Title IV Participation: School Participation Team Funding Report

	2010-2011
Federal Pell Grant Program	\$12,237,847
Federal Direct Loan Program (Subsidized)	\$ 8,420,741
Federal Direct Loan Program (Unsubsidized)	\$ 9,390,002
Federal Direct Loan Program (PLUS)	\$ 879,922
Federal Supplemental Educational Opportunity Grant	\$ 65,055
Federal Work Study	\$ 34,851

Default Rate FFEL/DL:	2009	7.2%
	2008	12.3%
	2007	13.9%

## **B. Scope of Review**

The U.S. Department of Education (the Department) conducted a program review at South Texas Vocational Technical Institute (STVT) from March 26, 2012 to March 30, 2012. The review was conducted by Stephanie Akon and Brittny Stubblefield.

The focus of the review was to determine STVT's compliance with the statutes and federal regulations as they pertain to the institution's administration of Title IV programs. The review consisted of, but was not limited to, an examination of STVT's policies and procedures regarding institutional and student eligibility, individual student financial aid and academic files, attendance records, student account ledgers, and fiscal records.

A sample of 30 files was identified for review from the 2010-2011 and 2011-2012 (year to date) award years. The files were selected randomly from a statistical sample of the total population receiving Title IV, HEA program funds for each award year. Appendix A lists the names and partial social security numbers of the students whose files were examined during the program review.

### **Disclaimer:**

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning STVT's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve STVT of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

This report reflects initial findings. These findings are not final. The Department will issue its final findings in a subsequent Final Program Review Determination letter.

## **C. Findings**

During the review, several areas of noncompliance were noted. Findings of noncompliance are referenced to the applicable statutes and regulations and specify the actions to be taken by STVT to bring operations of the financial aid programs into compliance with the statutes and regulations.

### **Finding 1. Verification Violation**

**Citation:** An Institution is responsible for verifying the information used to calculate an applicant's Expected Family Contribution (EFC) as part of the determination of need for student financial assistance. The Student Assistance General Provisions regulations have incorporated a verification process as a part of the Title IV, HEA financial aid program requirements. Verification is required to determine the accuracy of the information submitted by applicants for need-base financial assistance. The regulations also require



an institution to verify discrepancies in information received from different sources regarding a student's financial aid application. 34 C.F.R. §§ 668.51 through 668.61

**Noncompliance:** STVT failed to verify the household size for student #11. Specifically, the student's 2010-2011 Institutional Student Information Record (ISIR) reported 2 in college, while the verification worksheet reported 1 in college.

**Required Action:** STVT recalculated the EFC, using the correct number in college of one, and the EFC did not change from the original zero. This appears to be an isolated incident; therefore, no further action is required.

## **Finding 2. Satisfactory Academic Progress Policy Not Adequately Developed/Monitored**

**Citation:** Institutions are required to have a satisfactory academic progress (SAP) policy for purposes of determining student eligibility for assistance under a Title IV, HEA program. The institution must establish, publish, and apply reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory progress in his or her educational program. The Secretary considers an institution's standards to be reasonable if the SAP policy is the same or stricter than the institution's standards for a student enrolled in the same educational program who is not receiving Title IV, HEA program assistance.

An institution must evaluate a student's SAP to determine whether the student has achieved the required grade point average (GPA) and whether the student is progressing through the program at the pace required to complete the program within an established timeframe. At the end of the evaluation period, an institution may place a student who has not achieved the required GPA or completed courses at the required pace on financial aid warning or on financial aid probation. Financial aid warning status may be assigned without an appeal or other action by the student. While on financial aid warning status, a student may continue to receive Title IV, HEA program funds for one payment period. For a student on financial aid probation, the policy may allow the student to receive Title IV, HEA program funds for one payment period. At the end of one payment period on financial aid probation, the policy must require that the student meet the institution's SAP standards or meet the requirements of an academic plan developed by the school to qualify for further Title IV, HEA program funds. 34 C.F.R. §§ 668.16(e) and 668.34

**Noncompliance:** STVT does not have all of the required components for an adequate SAP policy. Specifically, the SAP policy for STVT allows for two consecutive payment periods for which a student can be on financial aid probation and receive Title IV HEA program funds.

**Required Action:** STVT is required to submit with its response a revised SAP policy that satisfactorily and accurately addresses all of the required components.

#### **D. Appendices**

Appendix A (Student Sample) contains personally identifiable information and will be emailed to STVT as an encrypted WinZip file using Advanced Encryption Standard, 256-bit. The password needed to open the encrypted WinZip file(s) will be sent in a separate email.

**Appendix A: Student Sample**

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## **PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION**

Personally Identifiable Information (PII) being submitted to the Department must be protected. PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth).

PII being submitted electronically or on media (e.g., CD-ROM, floppy disk, DVD) must be encrypted. The data must be submitted in a .zip file encrypted with Advanced Encryption Standard (AES) encryption (256-bit is preferred). The Department uses WinZip. However, files created with other encryption software are also acceptable, provided that they are compatible with WinZip and are encrypted with AES encryption.

The Department must receive an access password to view the encrypted information. The password must be e-mailed separately from the encrypted data. The password must be 12 characters in length and use three of the following: upper case letter, lower case letter, number, special character. A manifest must be included with the e-mail that lists the types of files being sent (a copy of the manifest must be retained by the sender).

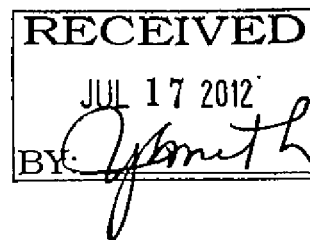
Hard copy files and media containing PII must be:

- sent via a shipping method that can be tracked with signature required upon delivery
- double packaged in packaging that is approved by the shipping agent (FedEx, DHL, UPS, USPS)
- labeled with both the "To" and "From" addresses on both the inner and outer packages
- identified by a manifest included in the inner package that lists the types of files in the shipment (a copy of the manifest must be retained by the sender).

PII data cannot be sent via fax.



**ATI Career Training**  
6331 Boulevard 26, Suite 275, North Richland Hills, TX 76180  
(817) 557-3337 • (817) 284-0117 Fax



July 16, 2012

US Department of Education – Federal Student Aid  
School Participation Team – Dallas  
1999 Bryan Street, Suite 140  
Dallas, TX 75201

Attn: Ms. Stephanie Akon

RE: Program Review Response – OPE ID 02549400

Due to the encryption issues with the Win Zip files on Thursday, July 12, 2012 and Friday, July 13, 2012, I am enclosing a hard copy response of our program review report and supporting documentation.

Regards,

A handwritten signature in cursive script that reads "Deana Echols".

Deana Echols

**ATI Career Training Center**

**ATI Technical Training Center**

**ATI College of Health**

**Arizona Automotive Institute**

**North Richland Hills, Dallas, Miami, Oakland Park, Fort Lauderdale, Oklahoma City,  
Richardson, Garland, Albuquerque, Waco, Houston, Lewisville**

**Dallas**

**Miami**

**Phoenix**

[www.aticareertraining.edu](http://www.aticareertraining.edu)



ATI Enterprises, Inc.  
6331 Boulevard 26, Suite 275  
North Richland Hills, TX 76180  
(817) 557-3337 • (817) 284-0177

July 9, 2012

Federal Student Aid  
School Participation Team – Dallas  
1999 Bryan Street, Suite 1410  
Dallas, TX 75201  
ATTN: Ms. Stephanie Akon

RE: Response to Program Review Report  
OPE ID: 02549400  
PRCN: 201220627849

Dear Ms. Akon,

ATI Enterprises, Inc. and South Texas Vocational Technical Institute (OPE ID 02549400) would like to thank you and your team for the professionalism, courtesy and assistance you extended during our recent program review the week of March 26, 2012. ATI is in receipt of the Program Review Report dated June 13, 2012. ATI conducted a review of the Program Review Report and agrees to the findings as outlined in the report.

Below is our detailed response regarding the recently issued Program Review Report.

Should you have any questions or need any additional information, please contact me directly at [dechols@atenterprises.edu](mailto:dechols@atenterprises.edu) or by phone at 817-681-0515.

Sincerely,

A handwritten signature in cursive script that reads "Deana Echols". The signature is written in dark ink and is positioned above the printed name and title.

Deana Echols  
Vice President – Federal Regulatory Affairs

Enclosures

**Finding 1: Verification Violation**

STVT completed a review of the one student instance cited in the Program Review Report and agrees with the failure to verify the household size. Upon notification from the Program Review Team, STVT did recalculate the student's EFC using the proper household size. The recalculation did not change the student's eligibility. STVT agrees this finding is closed.

**Finding 2: Satisfactory Academic Progress Policy Not Adequately Developed/Monitored**

During the program review, and through the help of the Program Review Team, STVT discovered the existing Satisfactory Academic Progress (SAP) Policy did not meet all of the requirements of the federal SAP policy. The issue with the prior policy is allowing two consecutive payment periods for which a student can remain on financial aid probation and receive Title IV funds. STVT, in creating the policy, tried to remain in compliance with the federal and state requirements for SAP.

As a result of the program review and the program review report, STVT has reviewed its SAP policy and made the necessary changes to ensure compliance with the federal regulations.

Exhibit A includes a copy of the current SAP policy which outlines the necessary federal requirements.

## **Exhibit A**



## South Texas Vocational Technical Institute

### TERM

### **Academic SAP Policy (in accordance with Texas rules)**

#### Satisfactory Academic Progress Policy

To maintain Satisfactory Academic Progress (SAP) a student must maintain the minimum cumulative grade point average (CGPA) of at least a 2.0 or be on probation. In addition, the student must maintain an adequate pace of completion toward successful completion of their respective program. The credit hours attempted cannot exceed one and one-half times (1.5) the credit hours required to complete. Both requirements are evaluated at the mid-point and end of each grading period, not to exceed 8 weeks. At the mid-point evaluation, students receive a preliminary advising assessment of their GPA and pace of completion..

#### Academic Probation:

A student whose cumulative grade point average is less than 2.0 at the end of a grading period is placed on academic probation.

If a student fails to achieve a 2.0 cumulative grade point average for the next evaluation period or for any evaluation period in which the student is on probation, the student will be terminated for lack of satisfactory academic progress. A student will be removed from probation upon achieving at least a 2.0 cumulative grade point average.

If a student on academic probation achieves satisfactory progress for the subsequent evaluation period but does not achieve the required cumulative grade point average, the student may continue on academic probation for one more evaluation period. The enrollment of a student who fails to achieve overall satisfactory academic progress for their program at the end of two successive probationary evaluation periods, shall be terminated. Students will be notified in writing, copies will be maintained in the student academic file.

#### Reinstatement:

Under Title 40, Texas Administrative Code, Section 807.222, students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed. Such reenrollment does not circumvent the approved refund policy. At no time shall a student exceed 150% of the normal program length. Students who return after their enrollment was terminated for unsatisfactory progress will be on academic probation for the next grading period. The student will be advised of this action and document the student's file accordingly. If the student does not demonstrate satisfactory academic progress at the end of this probationary period, that student's enrollment shall per terminated.

#### Qualitative Progress Measurement: Minimum Cumulative Grade Point Average

Students are expected to maintain the minimum cumulative grade point averages indicated in the table below as they progress through their programs. Students that do not maintain the minimum requirements at the end of the evaluation periods may be terminated from the program. Students who have been dropped from educational programs eligible for federal financial aid due to failure to make Satisfactory Academic Progress and who subsequently re-enter will not be eligible for financial aid until the point that they meet SAP including the cumulative minimum grade point average indicated in the table below. At the end of two academic years of enrollment, students in programs longer than 2 academic years must have a CGPA of at least 2.0 or the equivalent needed to graduate within the maximum time frame.

## Addendum to the Catalog

Quarter Credit Hour Programs: 3 payment periods						
Payment Period	Program Total Credit Hours	Minimum Cumulative Grade Point Average (CGPA)	1.0	1.5	1.7	2.0
3	55 or less	Credits Attempted (Cumulative)	1-18.5	19-37	37.5 +	
Quarter Credit Hour Programs: 4 or more payment periods						
Payment Period	Program Total Credit Hours	Minimum Cumulative Grade Point Average (CGPA)	1.0	1.5	1.7	2.0
4	65 or less	Credits Attempted (Cumulative)	1-17.5	18-35	35.5-52.5	53 +
4	66 and higher	Credits Attempted (Cumulative)	1-22.5	23-42	42.5-62	62.5 +
5	75 or less	Credits Attempted (Cumulative)	1-15.5	16-31	31.5-46.5	47 +
5	76 – 90	Credits Attempted (Cumulative)	1-17	17.5-34	34.5-51	51.5 +
5	91 and higher	Credits Attempted (Cumulative)	1-19.5	20-39	39.5-58.5	59 +
6	90 or less	Credits Attempted (Cumulative)	1-15.5	16-31	31.5-46.5	47 +
6	91 – 105	Credits Attempted (Cumulative)	1-17.5	18-35	35.5-52.5	53 +
6	106 and higher	Credits Attempted (Cumulative)	1-19.5	20-39	39.5-58.5	59 +
7	105 or less	Credits Attempted (Cumulative)	1-15.5	16-31	31.5-46.5	47 +
8	100 or less	Credits Attempted (Cumulative)	1-13.5	14-27	27.5-40.5	41 +

Dental Assisting and Medical Assisting are considered 3 term programs for purposes of Qualitative Progress.

SEMESTER CREDIT HOUR PROGRAMS: 3 PAYMENT PERIODS						
Payment Period	Program Total Credit Hours	Minimum Cumulative Grade Point Average (CGPA)	1.0	1.5	1.7	2.0
3	65 or less	Credits Attempted (Cumulative)	1-21	21.5-42	42.5 +	

SEMESTER CREDIT HOUR PROGRAMS: 4 OR MORE PAYMENT PERIODS						
Payment Period	Program Total Credit Hours	Minimum Cumulative Grade Point Average (CGPA)	1.0	1.5	1.7	2.0
4	55 or less	Credits Attempted (Cumulative)	1-13	13.5-26	26.5-39	39.5 +
4	56 and higher	Credits Attempted (Cumulative)	1-18	18.5-36	36.5-54	54.5 +
6	75 or less	Credits Attempted (Cumulative)	1-13	13.5-26	26.5-39	39.5 +

## Addendum to the Catalog

6	76 or higher	Credits Attempted (Cumulative)	1-14.5	15.5-29	29.5- 43.5	44 +
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### Quantitative Measurement: Pace of Completion

To maintain the Satisfactory Academic Progress quantitative requirement, Pace of Completion (POC), the credit hours attempted cannot exceed one and one-half times (1.5) the credits required to complete the student's program of enrollment.

The table below demonstrates one and one-half times the program length in academic credits, for sample program lengths. Minimally, a student needs to successfully maintain a 67% POC. Only passing grades count as successful completions. See grade scale above with chart for which grades count as attempted and successfully completed ("earned").

The POC is calculated by dividing the cumulative credit hours successfully completed by the cumulative credit hours attempted. Academic credit hours transferred from another institution and accepted towards the completion of the student's program, count as both credits attempted and completed.

Program Length in Academic Credits Required	Maximum Time Frame Maximum Allowed Credits attempted
60	90.0
75	112.5
90	135.0

Once the School determines that a student cannot complete the program in the maximum time frame, the student is no longer eligible to receive federal financial aid disbursements and the student may be withdrawn. There are several variables that affect calculating the maximum time frame, including, but not limited to:

1. All attempted credit hours for courses required by the student's educational program are counted regardless of whether aid is received to pay for them.
2. Any transfer hours that are accepted from other colleges toward completion of the program are counted as attempted and earned.
3. When a course is repeated, all attempts are counted as attempted.
4. A withdrawal from a course is counted as an attempt, but not earned.

The school does not have remedial coursework.

## South Texas Vocational Technical Institute

### Financial Aid Satisfactory Academic Progress Policy (in accordance with U.S. Department of Education)

#### Satisfactory Academic Progress – Financial Aid

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's pace of completion toward completion of their respective program.

#### Qualitative Progress Measurement: Minimum Cumulative Grade Point Average

Students are expected to maintain the minimum cumulative grade point averages indicated in the table below as they progress through their programs. Students that do not maintain the minimum requirements at the end of the evaluation periods may be terminated from the program. Students who have been dropped from educational programs eligible for federal financial aid due to failure to make Satisfactory Academic Progress and who subsequently re-enter will not be eligible for financial aid until the point that they meet SAP including the cumulative minimum grade point average indicated in the table below. At the end of two academic years of enrollment, students in programs longer than 2 academic years must have a CGPA of at least 2.0 or the equivalent needed to graduate within the maximum time frame.

Quarter Credit Hour Programs: 3 payment periods						
Payment Period	Program Total Credit Hours	Minimum Cumulative Grade Point Average (CGPA)	1.0	1.5	1.7	2.0
3	55 or less	Credits Attempted (Cumulative)	1-18.5	19-37	37.5 +	
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Payment Period	Program Total Credit Hours	Minimum Cumulative Grade Point Average (CGPA)	1.0	1.5	1.7	2.0
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5	75 or less	Credits Attempted (Cumulative)	1-15.5	16-31	31.5-46.5	47 +
5	76 – 90	Credits Attempted (Cumulative)	1-17	17.5-34	34.5-51	51.5 +
5	91 and higher	Credits Attempted (Cumulative)	1-19.5	20-39	39.5-58.5	59 +
6	90 or less	Credits Attempted (Cumulative)	1-15.5	16-31	31.5-46.5	47 +
6	91 – 105	Credits Attempted (Cumulative)	1-17.5	18-35	35.5-52.5	53 +
6	106 and higher	Credits Attempted (Cumulative)	1-19.5	20-39	39.5-58.5	59 +

## Addendum to the Catalog

7	105 or less	Credits Attempted (Cumulative)	1-15.5	16-31	31.5-46.5	47 +
8	100 or less	Credits Attempted (Cumulative)	1-13.5	14-27	27.5-40.5	41 +

Dental Assisting and Medical Assisting are considered 3 term programs for purposes of Qualitative Progress.

SEMESTER CREDIT HOUR PROGRAMS 3 PAYMENT PERIODS						
Payment Period	Program Total Credit Hours	Minimum Cumulative Grade Point Average (CGPA)	1.0	1.5	1.7	2.0
3	65 or less	Credits Attempted (Cumulative)	1-21	21.5-42		42.5 +

SEMESTER CREDIT HOUR PROGRAMS 4 OR MORE PAYMENT PERIODS						
Payment Period	Program Total Credit Hours	Minimum Cumulative Grade Point Average (CGPA)	1.0	1.5	1.7	2.0
4	55 or less	Credits Attempted (Cumulative)	1-13	13.5-26	26.5-39	39.5 +
4	56 and higher	Credits Attempted (Cumulative)	1-18	18.5-36	36.5-54	54.5 +
6	75 or less	Credits Attempted (Cumulative)	1-13	13.5-26	26.5-39	39.5 +
6	76 or higher	Credits Attempted (Cumulative)	1-14.5	15.5-29	29.5-43.5	44 +

### Quantitative Measurement: Pace of Completion

To maintain the Satisfactory Academic Progress quantitative requirement, Pace of Completion (POC), the credit hours attempted cannot exceed one and one-half times (1.5) the credits required to complete the student's program of enrollment.

The table below demonstrates one and one-half times the program length in academic credits, for sample program lengths. Minimally, a student needs to successfully maintain a 67% POC. Only passing grades count as successful completions. See grade scale above with chart for which grades count as attempted and successfully completed ("earned").

The POC is calculated by dividing the cumulative credit hours successfully completed by the cumulative credit hours attempted. Academic credit hours transferred from another institution and accepted towards the completion of the student's program, count as both credits attempted and completed.

Program Length in Academic Credits Required	Maximum Time Frame Maximum Allowed Credits attempted
60	90.0
75	112.5
90	135.0

Once the School determines that a student cannot complete the program in the maximum time frame, the student is no longer eligible to receive federal financial aid disbursements and the student may be withdrawn. There are several variables that affect calculating the maximum time frame, including, but not limited to:

1. All attempted credit hours for courses required by the student's educational program are counted regardless of whether aid is received to pay for them.

## Addendum to the Catalog

2. Any transfer hours that are accepted from other colleges toward completion of the program are counted as attempted and earned.
3. When a course is repeated, all attempts are counted as attempted.
4. A withdrawal from a course is counted as an attempt, but not earned.

### Change of Program of Study

Students who withdraw from school and then subsequently re-enroll into a different educational program at ATI are treated as new starts for purposes of calculating Satisfactory Academic Progress for the new program. All enrollments for all the credits that are applicable to the new program will be counted in the POC calculation based on the grades received.

### Course Repeats

A student may, at the discretion of the Executive Director or the Director of Education, be permitted or required to repeat a course. Students may only repeat failed courses, except for academic purposes. In this case, retaking the repeated course must be approved by the Executive Director. Students are only allowed to repeat a course twice, except where an education program limits repeating a course only once. Students who repeat courses are charged for repeating them.

Students should also note that repeating coursework can affect a student's satisfactory academic progress and maximum time frame for completing the educational program.

To maintain Satisfactory Academic Progress (SAP) for Federal Title IV funds a student must maintain the minimum cumulative grade point average (CGPA) and progress at a pace to ensure completion within the maximum timeframe. Both requirements are evaluated at the end of each payment period. Federal Title IV funds are disbursed in payment periods, which is less frequently than satisfactory academic progress is evaluated. ATI defines a payment period as a term or semester for most programs. For nonterm and clock hour programs, the payment period is the period of time it takes a student to successfully complete both half the number of credits or clock hours and half the number of instructional weeks of the academic year, program, or remainder of the program. The most recent SAP evaluation status is used to determine financial aid disbursement eligibility. (See SAP policies for clock hour and nonterm programs elsewhere in this Catalog.)

Students must have a CGPA of at least 2.0 or the equivalent at the end of two academic years of enrollment and at graduation.

### Financial Aid Warning

Students failing to meet the required SAP minimums will be placed on "Financial Aid Warning". Students placed on Financial Aid Warning may continue to receive Federal Title IV financial aid for the warning period. The Financial Aid Warning period cannot exceed one payment period. The student will be notified of their financial aid warning status in writing and will receive academic advisement to assist them in improving their academic progress. Students who achieve the required SAP minimums at the end of the payment period will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of the payment period may appeal to be placed in Financial Aid Probation; otherwise they will be dismissed.

### Financial Aid Probation

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid.

### South Texas Vocational Technical Institute

#### Re-establishing Financial Aid Eligibility

##### Reinstatement with an Appeal

You may appeal to regain your eligibility for financial aid if you had extenuating circumstances that prevented you from making Satisfactory Academic Progress. The appeal process is outlined below.

##### Satisfactory Academic Progress Appeal

Students who are on Financial Aid Warning (or Financial Aid Probation) and will not successfully meet the standards at the end of the payment period can appeal to be placed on Financial Aid Probation. Students can begin the appeal process prior to the end of the payment period. Students who wish to avoid a disruption of their enrollment status must submit a complete appeal packet, including all required documentation, by the last day of the payment period. Students who do not submit the appeal packet by the last day of the payment period can still appeal; however, they will be dismissed in the interim period while their appeal is reviewed.

The criteria on which a student may file an appeal are: death of a relative, an injury or illness of the student, or other special circumstances. The student must submit specific information regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to progress at the next evaluation. The student must include official documentation of the special circumstances with the appeal packet, such as a doctor's note, an obituary for a deceased family member, or other relevant supporting information.

The appeal will also be reviewed to determine if it is mathematically possible for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time and to complete all remaining coursework within the maximum timeframe. The institution will determine as part of the appeals process whether it is necessary to create a customized academic plan for the student. Students who have submitted their appeal prior to the end of the payment period, and whose appeal is granted, will be allowed to move to Financial Aid Probation. Students who have submitted their appeal prior to the end of the payment period, and whose appeal is denied, will be dismissed. Students who did not submit their appeal prior to the end of the payment period, and whose appeal is granted, will be informed when it is possible for them to return to school based on scheduling and course availability. Students will be notified in writing of the final appeal decision.

##### Incomplete and Make-Up Work

Work eligible for make-up or late submission is limited to major tests, mid-term or final exams, major projects, and skills check-offs. The student must initiate the request for make-up work missed due to absence no later than the first day after returning from the absence.

All make-up work will be reduced one letter grade from the earned grade. If a student receives an 'Incomplete' as a final course grade and the required make-up work is not completed within the specified time, the missing work will be given a grade of "zero" and the course grade will be recalculated.

In some circumstances, students may be allowed to make up hours upon approval by the Executive Director or other authorized School Official. The following guidelines must be followed:

No more than 5% of the total course time hours for a program may be made up;

Make up work shall:

- a. be supervised by an instructor approved for the class being made up;
- b. require the student to demonstrate substantially the same level of knowledge or competence expected of student who attended the scheduled class session;
- c. be completed within two weeks of the end of the grading period during which the absence occurred;

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- d. be documented by the school as being completed, recording the date, time, duration of the make up session, and the name of the supervising instructor; and
- e. be signed and dated by the student to acknowledge the make-up session.



## South Texas Vocational Technical Institute

### NON TERM

#### Academic SAP Policy (in accordance with Texas rules)

#### Satisfactory Academic Progress Policy

To maintain Satisfactory Academic Progress (SAP) a student must maintain the minimum cumulative grade point average (CGPA) of at least a 2.0 or be on probation. In addition, the student must maintain an adequate pace of completion toward successful completion of their respective program. The credit hours attempted cannot exceed one and one-half times (1.5) the credit hours required to complete. Both requirements are evaluated at the mid-point and end of each grading period, not to exceed 8 weeks. At the mid-point evaluation, students receive a preliminary advising assessment of their GPA and pace of completion..

#### Academic Probation

A student whose cumulative grade point average is less than 2.0 at the end of a grading period is placed on academic probation.

If a student fails to achieve a 2.0 cumulative grade point average for the next evaluation period or for any evaluation period in which the student is on probation, the student will be terminated for lack of satisfactory academic progress. A student will be removed from probation upon achieving at least a 2.0 cumulative grade point average.

If a student on academic probation achieves satisfactory progress for the subsequent evaluation period but does not achieve the required cumulative grade point average, the student may continue on academic probation for one more evaluation period. The enrollment of a student who fails to achieve overall satisfactory academic progress for their program at the end of two successive probationary evaluation periods, shall be terminated. Students will be notified in writing, copies will be maintained in the student academic file.

#### Reinstatement:

Under Title 40, Texas Administrative Code, Section 807.222, students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed. Such reenrollment does not circumvent the approved refund policy. At no time shall a student exceed 150% of the normal program length. Students who return after their enrollment was terminated for unsatisfactory progress will be on academic probation for the next grading period. The student will be advised of this action and document the student's file accordingly. If the student does not demonstrate satisfactory academic progress at the end of this probationary period, that student's enrollment shall per term

#### Qualitative Progress Measurement: Minimum Cumulative Grade Point Average

Students are expected to maintain the minimum cumulative grade point averages indicated in the table below as they progress through their programs. Students who have been dropped from educational programs eligible for federal financial aid due to failure to make Satisfactory Academic Progress and who subsequently re-enter will not be eligible for financial aid until the point that they meet SAP including the cumulative minimum grade point average indicated in the table below.

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At the end of two academic years of enrollment, students in programs longer than 2 academic years must have a CGPA of at least 2.0 or the equivalent needed to graduate within the maximum time frame.

NON- TERM QUARTER CREDIT HOUR PROGRAMS: FULL - T I M E						
<u>Academic Terms</u>	<u>Programs</u>	<u>Minimum Cumulative Grade Point Average (CGPA)</u>	<u>1.0</u>	<u>1.5</u>	<u>1.7</u>	<u>2.0</u>
7	CAS	Credits Attempted (Cumulative)	1-10	10.5-20	20.5-30	30.5+
7	PHT, PLA	Credits Attempted (Cumulative)	1-12.5	13-25	25.5-37.5	38+

NON- TERM QUARTER CREDIT HOUR PROGRAMS: Part-time						
<u>Academic Terms</u>	<u>Programs</u>	<u>Minimum Cumulative Grade Point Average (CGPA)</u>	<u>1.0</u>	<u>1.5</u>	<u>1.7</u>	<u>2.0</u>
10	CAS	Credits Attempted (Cumulative)	1-7	7.5-14	14.5-21	21.5+
10	PHT, PLA	Credits Attempted (Cumulative)	1-8.5	9-17	17.5-25.5	26+

### Quantitative Measurement: Pace of Completion

To maintain the Satisfactory Academic Progress quantitative requirement, Pace of Completion (POC), the credit hours attempted cannot exceed one and one-half times (1.5) the time required the credits required to complete the student's program of enrollment.

The table below demonstrates one and one-half times the program length in academic credits, for sample program lengths. Minimally, a student needs to successfully maintain a cumulative 67% POC at each evaluation point. Only passing grades count as successful completions. See grade scale above with chart for which grades count as attempted and successfully completed ("earned").

The POC is calculated by dividing the cumulative credit hours successfully completed by the cumulative credit hours attempted. Academic credit hours transferred from another institution and accepted towards the completion of the student's program, count as both credits attempted and completed.

<u>Program Length in Academic Credits Required</u>	<u>Maximum Time Frame Maximum Allowed Credits Attempted</u>
60	90.0
75	112.5
90	135.0

Once the school determines that a student cannot complete the program in the maximum time frame, the student is no longer eligible to receive federal financial aid disbursements and the student may be withdrawn. There are several variables that affect calculating the maximum time frame, including, but not limited to:

1. All attempted credit hours for courses required by the student's educational program are counted regardless of whether or not aid is received to pay for them.
2. Any transfer hours that are accepted from other colleges toward completion of the program are counted as attempted and earned.
3. When a course is repeated, all attempts are counted as attempted.
4. A withdrawal from a course is still counted as an attempt, but not earned

## South Texas Vocational Technical Institute

### Change of Program of Study

Students who withdraw from School and then subsequently re-enroll into a different educational program at ATI are treated as new starts for purposes of calculating Satisfactory Academic Progress for the new program. All enrollments for all the credits that are applicable to the new program will be counted in the Pace of Completion calculation based on the grades received.

### Course Repeats

A student may, at the discretion of the Executive Director or the Director of Education, be permitted or required to repeat a course. Students may only repeat failed courses, except for academic purposes. In this case, retaking the repeated course must be approved by the Executive Director. Students are only allowed to repeat a course twice, except where an education program limits repeating a course only once. Students who repeat courses are charged for repeating them.

Students should also note that repeating coursework can affect a student's satisfactory academic progress and maximum time frame for completing the educational program.

## Financial Aid Satisfactory Academic Progress Policy (in accordance with U.S. Department of Education)

### Satisfactory Academic Progress – Financial Aid

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's pace of completion toward completion of their respective program.

### Qualitative Progress Measurement: Minimum Cumulative Grade Point Average

Students are expected to maintain the minimum cumulative grade point averages indicated in the table below as they progress through their programs. Students who have been dropped from educational programs eligible for federal financial aid due to failure to make Satisfactory Academic Progress and who subsequently re-enter will not be eligible for financial aid until the point that they meet SAP including the cumulative minimum grade point average indicated in the table below.

At the end of two academic years of enrollment, students in programs longer than 2 academic years must have a CGPA of at least 2.0 or the equivalent needed to graduate within the maximum time frame.

NON- TERM QUARTER CREDIT HOUR PROGRAMS: FULL - T I ME						
<u>Academic Terms</u>	<u>Programs</u>	<u>Minimum Cumulative Grade Point Average (CGPA)</u>	<u>1.0</u>	<u>1.5</u>	<u>1.7</u>	<u>2.0</u>
7	CAS	Credits Attempted (Cumulative)	1-10	10.5-20	20.5-30	30.5+
7	PHIT, PLA	Credits Attempted (Cumulative)	1-12.5	13-25	25.5-37.5	38+

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<u>Academic Terms</u>	<u>Programs</u>	<u>Minimum Cumulative Grade Point Average (CGPA)</u>	<u>1.0</u>	<u>1.5</u>	<u>1.7</u>	<u>2.0</u>

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The POC is calculated by dividing the cumulative credit hours successfully completed by the cumulative credit hours attempted. Academic credit hours transferred from another institution and accepted towards the completion of the student's program, count as both credits attempted and completed.

Program Length in Academic Credits Required	Maximum Time Frame Maximum Allowed Credits at Attempted
60	90.0
75	112.5
90	135.0

Once the school determines that a student cannot complete the program in the maximum time frame, the student is no longer eligible to receive federal financial aid disbursements and the student may be withdrawn. There are several variables that affect calculating the maximum time frame, including, but not limited to:

1. All attempted credit hours for courses required by the student's educational program are counted regardless of whether or not aid is received to pay for them.
2. Any transfer hours that are accepted from other colleges toward completion of the program are counted as attempted and earned.
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4. A withdrawal from a course is still counted as an attempt, but not earned

### Change of Program of Study

Students who withdraw from School and then subsequently re-enroll into a different educational program at ATI are treated as new starts for purposes of calculating Satisfactory Academic Progress for the new program. All enrollments for all the credits that are applicable to the new program will be counted in the Pace of Completion calculation based on the grades received.

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period. The Financial Aid Warning period cannot exceed one payment period. The student will be notified of their financial aid warning status in writing and will receive academic advisement to assist them in improving their academic progress. Students who achieve the required SAP minimums at the end of the payment period will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of the payment period may appeal to be placed in Financial Aid Probation; otherwise they will be dismissed.

### Financial Aid Probation

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid.

### Re-establishing Financial Aid Eligibility

#### Reinstatement with an Appeal

You may appeal to regain your eligibility for financial aid if you had extenuating circumstances that prevented you from making Satisfactory Academic Progress. The appeal process is outlined below.

#### Satisfactory Academic Progress Appeal

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The criteria on which a student may file an appeal are: death of a relative, an injury or illness of the student, or other special circumstances. The student must submit specific information regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to progress at the next evaluation. The student must include official documentation of the special circumstances with the appeal packet, such as a doctor's note, an obituary for a deceased family member, or other relevant supporting information.

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### Incomplete and Make-Up Work

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All make-up work will be reduced one letter grade from the earned grade. If a student receives an 'Incomplete' as a final course grade and the required make-up work is not completed within the specified time, the missing work will be given a grade of "zero" and the course grade will be recalculated.

## Addendum to the Catalog

In some circumstances, students may be allowed to make up hours upon approval by the Executive Director or other authorized School Official. The following guidelines must be followed:

- No more than 5% of the total course time hours for a program may be made up;
- Make-up work shall:
  - a. be supervised by an instructor approved for the class being made up;
  - b. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
  - c. be completed within two weeks of the end of the grading period during which the absence occurred;
  - d. be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
  - e. be signed and dated by the student to acknowledge the make-up session.

## South Texas Vocational Technical Institute

### Professional Massage Therapy

### Financial Aid Satisfactory Academic Progress Policy (in accordance with U.S. Department of Education)

#### Satisfactory Academic Progress – Financial Aid

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's pace of completion toward completion of their respective program.

#### Qualitative Progress Measurement: Minimum Cumulative Grade Point Average (Professional Massage Therapy)

Students are expected to maintain the minimum cumulative grade point averages indicated in the table below as they progress through their program. Students that do not maintain the minimum requirements at the evaluation checkpoints may be terminated from the program. Professional Massage Therapy students who are terminated for unsatisfactory progress must sit out one grading period before re-applying.

	EVALUATION CHECKPOINTS (TOTAL PROGRAM SCHEDULED CLOCK HOURS)					
	100	200	300	400	500	600
Minimum Cumulative Grade Point Average (CGPA)	1.0	1.25	1.5	1.75	2.0	2.0

#### Quantitative Measurement: Pace of Completion (Professional Massage Therapy)

To maintain the Satisfactory Academic Progress quantitative requirement or Pace of Completion (POC), the clock hours attempted cannot exceed one and one-half times (1.5) the time required the clock hours to complete the student's program of enrollment.

The table below demonstrates one and one-half times (1.5) the program length in clock hours, for sample program lengths. Minimally, a student needs to successfully maintain a cumulative 67% POC at the 300 clock hour evaluation and the 600 hour evaluation. Only passing grades count as successful completions. See grade scale above with chart for which grades count as attempted and successfully completed ("earned").

Total Program Clock Hours	Maximum Number of Clock Hours Attempted
500	750
600	900

Once the School determines that a student cannot complete the program in the maximum time frame, the student is no longer eligible to receive federal financial aid disbursements and the student may be withdrawn. There are several variables that affect calculating the maximum time frame, including, but not limited to:

## Addendum to the Catalog

- All attempted clock hours for courses required by the student's educational program are counted regardless of whether or not aid is received to pay for them.
- Any transfer hours that are accepted from other colleges toward completion of the program are counted as attempted and earned.
- When a course is repeated, all attempts are counted as attempted.
- A withdrawal from a course is still counted as an attempt, but not earned

### Satisfactory Academic Progress

To maintain Satisfactory Academic Progress (SAP) for Federal Title IV funds a student must maintain the minimum cumulative grade point average (CGPA) and progress at a pace to ensure completion within the maximum timeframe. Both requirements are evaluated at the end of each payment period. Federal Title IV funds are disbursed in payment periods, which is less frequently than satisfactory academic progress is evaluated. ATI defines a payment period as a term or semester for most programs. For nonterm and clock hour programs, the payment period is the period of time it takes a student to successfully complete both half the number of credits or clock hours and half the number of instructional weeks of the academic year, program, or remainder of the program. The most recent SAP evaluation status is used to determine financial aid disbursement eligibility. (See SAP policies for clock hour and nonterm programs elsewhere in this Catalog.)

Students must have a CGPA of at least 2.0 or the equivalent at the end of two academic years of enrollment and at graduation.

### Financial Aid Warning

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### Financial Aid Probation

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid.

### Re-establishing Financial Aid Eligibility

#### Reinstatement with an Appeal

You may appeal to regain your eligibility for financial aid if you had extenuating circumstances that prevented you from making Satisfactory Academic Progress. The appeal process is outlined below.

#### Satisfactory Academic Progress Appeal

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Students should also note that repeating coursework can affect a student's satisfactory academic progress and maximum time frame for completing the educational program.

### Change of Program Study

Students who withdraw from school and then subsequently re-enroll into a different educational program at ATI are treated as new starts for purposes of calculating Satisfactory Academic Progress for the new program. All enrollments for all the hours that are applicable to the new program will be counted in the POC calculation based on the grades received.

### Incomplete and Make-Up Work

For Professional Massage Therapy students, all absences must be made-up and an instructor must be present at all times during make-up work. Make-up work shall not be authorized for the purpose of removing an absence under subsection (c) of TAC §140.346. All Massage Therapy students must complete all program hours.



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		Depart USPS Sort Facility	December 22, 2012	FORT WORTH, TX 76161	
		Processed through USPS Sort Facility	December 22, 2012, 3:23 am	FORT WORTH, TX 76161	

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